



TO: Funeral Directors, Municipal Clerks & Staff
FROM: Data, Research, and Vital Statistics (DRVS)
SUBJECT: DRVS PROCEDURE UPDATE DUE TO COVID-19
DATE: March 16, 2020

In light of the global health concerns, we prepare for more office closings. To mitigate the impact, Data, Research, and Vital Statistics (DRVS) will be making temporary changes in vital record procedures valid until April 30, 2020.

Effective immediately, all Maine licensed funeral directors are now appointed as a State of Maine sub-registrar authorized to issue permits for transportation and final disposition of dead human bodies anywhere in this State in the same manner as is required of the State Registrar. There will no longer be a need to go to municipal offices to get the permit issued. The permit for disposition of human remains may be printed directly from the Electronic Death Registration System (EDRS) and issued by the State of Maine sub-registrar. The completed and endorsed permit must be scanned and attached to the death case in Electronic Death Registration System (EDRS) within 7-10 days after final disposition.

In the event a municipality is not open to the public or is closed, certified copies of death certificates may be ordered directly through the Electronic Death Registration System (EDRS) or via mail. *If the State of Maine offices close to the public, notification will be sent to Maine licensed crematories to accept a working copy of the death certificate (provided the death certificate has a State file number) in addition to the disposition permit and medical examiner's release.*

If a municipal office is closed to the public, marriage licenses may be issued via mail upon receipt of notarized intentions, the \$40.00 fee and documentation how the last marriage ended. The marriage license will be returned to the parties by mail. Signatures can be obtained by the person performing the marriage when the marriage is performed. If there are no municipal clerk or staff at the office, the intentions may be filed at a neighboring town or directly with DRVS.

Customers requesting vital records should be encouraged to mail in the written request, copy of their photo identification and payment.

Please contact Theresa.Roberts@maine.gov or Kim.E.Haggan@maine.gov with any questions regarding process or procedures.